

THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE



FINANCE OFFICER

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION FINANCE OFFICER

RESPONSIBLE TO: School Business Manager

MAIN PURPOSE

Provide a wide range of administrative duties within the Finance Team supporting the work of the school.

PRINCIPAL ACCOUNTABILITIES

Purchase Ledger

- Process purchase orders and invoices on a timely basis onto the accounting system (FMS), ensuring that all purchase orders and invoices are appropriately authorised in accordance with the school's finance policy and scheme of delegation
- Ensure all invoices are approved for payment by the Business Manager and where the value triggers thresholds in the scheme of delegation ensure that these are appropriately authorised
- Produce a schedule of payments on a timely basis to be authorised by the Business Manager and once approved upload to the Local Authority for payment

Sales Ledger

- Raise sales invoices for ad-hoc items as instructed by the Business Manager and Headteacher
- Follow up any unpaid invoices on a timely basis
- Post any receipts relating to the above onto the accounting system on a timely basis

Nominal Ledger and Cash

- Input and maintain detailed financial information (e.g. invoices, cash limits, staffing costs) to ensure the integrity of the accounting system and to provide sound information for management decision making
- The post holder is responsible for ensuring that invoices and receipts are processed and recorded in the school's computer systems within strict deadlines and in accordance with the school's finance policy.
- Ensure all cash, and cheques relating to the school are banked promptly and accurately, taking into account variable elements such as VAT
- Bank Statement credits and debits to be posted on FMS on a daily basis
- Produce a bank reconciliation / credit card reconciliation for each account on monthly basis for approval by the Business Manager and the Headteacher
- Post recurring journals such as recharge of expenses, hospitality and printing for each month as instructed by the Business Manager

Budgeting

- Assist the Business Manager in setting budgets for the forthcoming three years
- Input the agreed budget for the following year onto the accounting system
- Monitor budgets throughout the year, when purchase orders and invoices are being placed to ensure budgets are not exceeded and where this happens bring to the attention of the Business Manager and the Headteacher
- Produce monthly reports of each budget holders financial position to date showing expenditure to date and remaining spend for the remainder of the year

Trips, Visits, Cashless Catering & Pupil Premium

- To undertake the trips and visits process for school trips and visits. From application to final approval (which covers the sign off of the risk assessment) and includes the sourcing of good value for money for transport, fees and accommodations. Costings and communications relating to trips should reflect a high level of accuracy
- All ParentMail transactions and refunds to be managed and to be dealt with promptly
- Review of all ParentMail balances (re catering, minibus, school trips) throughout the year and ensuring all balances are up to date. This will include adding new pupils and staff and deleting any accounts for pupils and staff who have left the School
- Ensuring that we remain a cashless school by offering and finding solutions for cashless payments
- Monitor and calculate pupil premium accounts

General

- Submit any travel insurance claims and follow up on any unpaid debts
- Maintain the Finance Dept. central filing system archiving/destroying documents as necessary to ensure that the school's Document Retention Policy is adhered to
- Respond to general queries via the telephone from the LA, other schools, suppliers, customers, parents and pupils ensuring that all queries are dealt with effectively and in accordance with the School Financial procedures in order to maintain an efficient service
- All queries should be dealt with promptly
- Maintain excellent standards of customer service to students, staff and parents
- Undertake other routine clerical duties and dealing with correspondence as appropriate

NECESSARY EXPERIENCE

- Good general standard of secondary education (NVQ1/2 or equivalent), the post holder must be numerate.
- Must be computer literate and had other office experience.
- Knowledge of FMS would be an advantage, however, training would be available.
- Must be aware of school financial regulations and other relevant school policies
- Good communication and organisational skills are essential
- Ability to prioritise own workloads and to work to deadlines is essential

SCOPE FOR IMPACT

The school is managed in conjunction with Buckinghamshire County Council. As part of the Finance Team the post-holder will have responsibility for assisting with the monitoring of the school budgets, by providing good, accurate and timely information to the budget holders to ensure that the school is managed effectively

JOB CONTEXT

The post-holder is a member of the school's finance team but would be expected to use their knowledge to resolve routine problems there is, however, regular support and supervision available.

NOTE:

This Job Description may periodically be varied after consultation with the post holder.

▪ **Signed:** _____ **Date:** _____

▪ **Signed:** _____ **Date:** _____
(Headteacher)

PERSON SPECIFICATION - LESSON COVER SUPERVISOR

	Essential	Desirable
Knowledge / Qualifications		
• GCSE A-C or equivalent in English & Maths	✓	
• Computer literate	✓	
• A working knowledge of using FMS (School's Financial Management Systems)		✓
Experience		
• Experience of using office computer systems and Microsoft software packages	✓	
• Experience of working in a school in an administrative and or / financial capacity	✓	
• Experience of financial procedures, cash handling and cash security, preferably in a school or similar public sector environment		✓
• Accounting or financial record keeping experience		✓
Persona Characteristics		
• A genuine interest in working with children and being part of the school community	✓	
• Ability to deal appropriately and communicate effectively with children, staff, parents and visitors to the school in a calm, professional and friendly manner	✓	
• Ability to work on own initiative and work well under pressure	✓	
• Ability to maintain high standards of confidentiality	✓	